

Staff Summary Report



Council Meeting Date: 9/6/2012

Agenda Item Number: 5B17

SUBJECT: Request approval to award a two-year contract with three, one-year renewal options to Mission Linen and Uniform Service to provide uniform, floor mat, and shop towel rental and laundry services for the Public Works Department.

DOCUMENT NAME: 20120906fslg20 PURCHASES (1004-01)

COMMENTS: Total cost of this contract will not exceed \$90,000 during the initial two-year contract period.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Jerry Hart, CPA, Deputy Finance & Technology Director–Finance, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Bessler, Public Works Director, 480-350-8205

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Ken Jones, Finance and Technology Director, 480-350-8504

FISCAL NOTE: (RFP #13-003) Sufficient funds have been appropriated in cost centers 3262 (General Fund) and 3002 (Water/Wastewater Fund) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: The City issued a Request for Proposal (RFP) to establish a contract for uniform, floor mat, and shop towel rental and laundry services for the Water Utilities Division and Fleet Maintenance Service.

This contract provides for the rental and laundry of thirty-one (31) mats and uniforms for forty (40) employees in the Water Utilities Division and fifty-two (52) shop towels, seventeen (17) mats and uniforms for twenty-eight (28) employees in the Fleet Maintenance Service.

Evaluation Process

The City received two (2) proposals that were reviewed by a committee comprised of Public Works and Procurement staff. The committee established the following evaluation criteria that would be used to score the offers:

<u>Criteria</u>	<u>Weight</u>
Pricing	40%
Firm's and staff's experience and qualifications	20%
Contractor's methodology to perform the scope of work	15%
References	15%
Completeness of proposal and acceptance of terms and conditions	10%

The following abstract shows the scoring and pricing for the two (2) offers:

<u>Description</u>	<u>Mission Linen Supply</u>		<u>Unifirst Corporation</u>	
	<u>Rental</u>	<u>Purchase</u>	<u>Rental</u>	<u>Purchase</u>
Short sleeve shirt	\$0.45	\$15.00	\$0.506	\$17.59
Long sleeve shirt	\$0.45	\$15.00	\$0.506	\$17.59
Short sleeve denim shirt	\$0.55	\$15.00	\$0.506	\$17.59
Long sleeve denim shirt	\$0.55	\$15.00	\$0.506	\$17.59
Polo shirt	\$0.64	\$12.00	\$0.56	\$15.96
Short sleeve t-shirt	\$0.39	\$9.00	No Bid	\$10.99
Long sleeve t-shirt	\$0.39	\$9.00	No Bid	\$11.99
Work pants	\$0.45	\$15.00	\$0.59	\$21.59
Coveralls	\$1.10	\$18.00	\$1.11	\$30.26
Denim jeans	\$0.55	\$15.00	\$0.55	\$19.19
3' x 4' floor mat honeycomb	\$1.70	N/A	\$1.20	N/A
3' x 10' floor mat honeycomb	\$2.86	N/A	\$3.00	N/A
4' x 6' floor mat honeycomb	\$2.65	N/A	\$2.00	N/A
3' x 4' floor mat grey	\$1.70	N/A	\$1.20	N/A
4' x 6' floor mat grey	\$2.65	N/A	\$2.00	N/A
Shop towels	\$0.045	N/A	\$0.06	N/A
Patches	\$0.25 one time charge		\$3.00 one time charge	
Embroidery	\$4.00 one time charge		\$3.25 one time charge	
Catalog discount	15%		20%	
Firm's Evaluation Score	969 points		925 points	

It is recommended that a contract be awarded to Mission Linen and Uniform Service, the highest scoring firm whose proposal offers the most competitive overall pricing.